

Message

From: Shaw, Carla [Shaw.Carla@epa.gov]
Sent: 1/22/2021 3:04:36 PM
To: Wehling, Carrie [Wehling.Carrie@epa.gov]; OGC WLO [OGC_WLO@epa.gov]
CC: Witt, Richard [Witt.Richard@epa.gov]
Subject: RE: People Plus

Thanks Carrie!

From: Wehling, Carrie <Wehling.Carrie@epa.gov>
Sent: Friday, January 22, 2021 10:00 AM
To: Shaw, Carla <Shaw.Carla@epa.gov>; OGC WLO <OGC_WLO@epa.gov>
Cc: Witt, Richard <Witt.Richard@epa.gov>
Subject: RE: People Plus

Think the last part of the instructions we received yesterday is the answer 🙄:

Time Reporting Code

Please note, excused absence for the Inauguration is not coded as holiday (i.e., HOLDY) in PeoplePlus nor will it auto-populate on the timecard. The correct PeoplePlus code is INAUG. Employees entitled to the holiday must add the code to their timecard.

Caroline (Carrie) Wehling
Assistant General Counsel
Water Law Office
U.S. Environmental Protection Agency
Washington DC 20004
202-564-5492
wehling.carrie@epa.gov

From: Shaw, Carla <Shaw.Carla@epa.gov>
Sent: Friday, January 22, 2021 9:50 AM
To: Wehling, Carrie <Wehling.Carrie@epa.gov>; OGC WLO <OGC_WLO@epa.gov>
Cc: Witt, Richard <Witt.Richard@epa.gov>
Subject: RE: People Plus

Below is the information for Wednesday.

Inauguration Day

On Wednesday, January 20, 2021, employees with official worksites in the statutorily defined inauguration day area are excused from duty to alleviate traffic delays and congestion. For EPA, this is limited to employees who work at the Federal Triangle and Potomac Yard complexes, including employees with an official worksite in:

- the District of Columbia;
- Maryland—Montgomery County and Prince Georges' County; and
- Virginia—Arlington County; Fairfax County and Fairfax City; City of Alexandria; City of Falls Church

Employees who normally report to the above duty locations, including those who are teleworking due to COVID-19, will receive the benefit of the additional holiday if the following conditions apply to them:

- The employee's official worksite is located in the inauguration area.
- But for the COVID-19 National Emergency, the employee would be scheduled to work at the official worksite at least two days per biweekly pay period.
- The employee's telework location on January 20 is one from which the employee regularly commuted to the employee's official worksite prior to the COVID-19 emergency or is within a realistic commuting distance from the official worksite (generally no more than 2.5 hours commuting time or 125 miles in distance).

Employees on detail from official duty stations and worksites outside of the inauguration area scheduled to work in the inauguration area on January 20 are excused from duty.

From: Wehling, Carrie <Wehling.Carrie@epa.gov>
Sent: Friday, January 22, 2021 9:41 AM
To: Shaw, Carla <Shaw.Carla@epa.gov>; OGC WLO <OGC_WLO@epa.gov>
Cc: Witt, Richard <Witt.Richard@epa.gov>
Subject: RE: People Plus

Would it be INAUG?

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From: Shaw, Carla <Shaw.Carla@epa.gov>
Sent: Friday, January 22, 2021 9:38 AM
To: OGC WLO <OGC_WLO@epa.gov>
Cc: Witt, Richard <Witt.Richard@epa.gov>
Subject: FW: People Plus

Thanks Richard for asking that questions. Please enter Wednesday as a holiday.

From: Witt, Richard <Witt.Richard@epa.gov>
Sent: Friday, January 22, 2021 9:30 AM
To: Shaw, Carla <Shaw.Carla@epa.gov>
Subject: RE: People Plus

Good morning, Carla. I'm going ahead and doing my time early. Do you know how we enter Wednesday? As a holiday? It did not automatically come up as that. Thanks.

From: Shaw, Carla <Shaw.Carla@epa.gov>
Sent: Friday, January 22, 2021 9:27 AM

To: OGC WLO <OGC_WLO@epa.gov>

Subject: People Plus

Good Morning All,

All corrections from the previous pay period(s) are due on Tuesday by 1:00. The current timecards are due by 3:00 next Wednesday. If you need assistance please let me know. Thank you!

Carla Shaw
Program Assistant
OGC/WLO
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"You are your best thing."

Toni Morrison